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Agriculture

Marketing and
Regulatory
Programs

Animal and Plant
Health Inspection
Service

Plant Protection and
Quarantine

Bigleaf Mahogany

Guidelines

First Edition



Bigleaf Mahogany Guidelines

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Bigleaf Mahogany Guidelines

Importations of Bigleaf Mahogany

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Guidelines for Handling the Importation of Bigleaf Mahogany



Use these Guidelines in conjunction with 7CFR 319.40 (see the Wood and other Forest Products section of your Miscellaneous and Processed Products Manual) and the Federal Plant Pest Act. When applying these guidelines, apply the regulations that prevent the entry of plant pests first.

Overview

The procedures may be summarized as follows:

- Step 1. Confirm that the commodity is Bigleaf mahogany (*Swietenia macrophylla*).
- Step 2. Determine if the form of the commodity imported is regulated by CITES.
- Step 3. Determine if you have the authority to validate the shipment.
- Step 4. Determine which CITES documents must accompany the shipment.
- Step 5. Collect all relevant documents associated with the importation.
- Step 6. Verify that the CITES document accompanying the importation is authentic.
- Step 7. Verify that the CITES documents or USDA issued General Permit have not expired.
- Step 8. Compare shipping documents with CITES documents to see if quantities are authorized.
- Step 9. Inspect the shipment to make sure quantities are within limits.
- Step 10. Endorse CITES documents if shipment is in order.
- Step 11. Distribute endorsed documents.

Step 1—Confirm Identity

Verify that the importation is of Bigleaf mahogany (*Swietenia macrophylla*). Review the shipping documents. Bigleaf mahogany may be invoiced by a trade name or a local name. To confirm the scientific name of what is imported, refer to Chapter 5, [List of Timber Species](#).

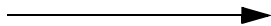
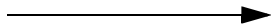
Note: Two other species of mahogany are also regulated by CITES but under Appendix II. These two species are:

- ◆ Caribbean mahogany (*Swietenia mahogoni*)
- ◆ Pacific coast mahogany (*Swietenia humilis*)

These two species would also require CITES documents issued by the CITES Management Authority. For a complete list of timber species regulated by CITES, first refer to a copy of 50 CFR 23. You may also refer to the list that categorizes trees in the *Wood and Other Forest Products* portion of your *Miscellaneous and Processed Products* section of your Nonpropagative Manual. See also Chapter 5, [List of Timber Species](#).

Step 2—Confirm that the Form Being Imported is Protected

Inspect the shipment to verify that what's being shipped is what's on the accompanying paperwork. Then continue, using this table:

If the form being imported is:	And as:	Then the article:
Saw logs, sawn wood, or veneer sheets ¹		Is regulated—continue to Step 3
Plywood or plywood sheets	Sheets to be used in the construction of plywood ²	
	Already manufactured plywood	Is not regulated—exit these guidelines
Other than one listed in the two cells above (for example, furniture or furniture parts or moldings)		

1 If you need these terms defined, refer to Chapter 6, [“Resolutions of the Conference of the Parties.”](#)

2 These may be manifested as plywood sheets. Technically they are veneer sheets used in the construction of plywood.

Step 3—Determine your Authority

If you are not aware, check to see that your port is designated for the importation of the Bigleaf mahogany. These ports are listed on pages 13.35-13.36 of the Plant Import: Nonpropagative volume of manuals. If you are at a designated port, continue to step 4. If you are not at a

designated port, contact your regional botanist to arrange to move the shipment under U.S. Customs bond at the owner's expense to a designated port.

Step 4—Determine What Documents Are Needed

Use this table to determine what documents are needed for the legal importation of Bigleaf mahogany³

If cut in:	And the permittee:	Then:
Bolivia, Brazil, Costa Rica, or Mexico (listing countries)	Is engaged in commercial business	REQUIRE both a ◆ USDA issued General Permit, and ◆ An original of the CITES Export Permit issued by the Management Authority in the country of origin
	Is not engaged in commercial business	REQUIRE an original of the CITES Export Permit issued by the Management Authority in the country of origin
Argentina, Belize, Colombia, Ecuador, Guatemala, Honduras, Nicaragua, Panama, Peru, Venezuela or any other country in the Americas where it is grown.	Is engaged in commercial business	REQUIRE both a ◆ USDA issued General Permit, and ◆ An original of the CITES Certificate of Origin or an original CITES Export Permit issued by the Management Authority in the country of origin
	Is not engaged in commercial business	REQUIRE an original of the CITES Certificate of Origin or an original CITES Export Permit issued by the Management Authority in the country of origin
A country other than one listed in the two cells above	—————▶	ACCEPT a generic certificate of origin or other conclusive proof of origin

A Note on Reexported Shipments

You may encounter Bigleaf mahogany from the Americas offered for importation that has been reexported from another country. For example, a shipment of Brazilian Bigleaf mahogany lumber may be reexported from Germany to the U.S. In this case, the shipment requires a CITES Reexport Permit from the German Management Authority. For reexported shipments, continue using these guidelines but verify the validity of the Reexport Permit from the Management Authority in the country from which the shipment is being reexported—rather than a CITES Document from the Americas where the lumber was originally cut.

³ Bigleaf mahogany is regulated as CITES Appendix III from the Americas. The Americas include North America (Mexico), Central America, South America, and the Caribbean. The tree is grown commercially in the West Indies and other tropical countries. If you are doubtful about the lumber's true origin or whether it is from the Americas, contact your regional botanist.

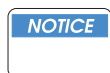
Step 5—Collect Appropriate Documents Associated with the Shipment

Collect the following documents:

- ◆ An original CITES Certificate of Origin, Export Permit, or Reexport Permit issued by the exporting country's CITES Management Authority
- ◆ A USDA issued General Permit for importers engaged in the commercial trade of CITES listed plants (refer to Chapter 10, [Sample of a General Permit and an Application for a Permit](#) for a sample of this permit)
- ◆ Cargo paperwork associated with the shipment (for example, bills of lading, U.S. Customs entry, and invoice)

Step 6—Verify for Authenticity

Verify that the CITES document(s) accompanying the importation are authentic. Compare the CITES documents accompanying the shipment with facsimiles provided (refer to Chapter 8). Verify that the documents accompanying the shipment perfectly match the facsimile's format and are issued by the legitimate CITES Management Authority. Accept only original CITES documents and ones that match the exporting country's facsimile. If you doubt a document's authenticity, contact your regional botanist or CITES Specialist.



Verify the CITES document designates a U.S. consignee. If you are presented with a CITES document addressed to a foreign company, place the shipment on **hold** and contact your regional botanist.

Although Conf. Res. 10-2 ([see page 6-1](#)) accommodates for rerouting and a change of destination, it is intended for a sale of mahogany to a U.S. company while a shipment is in transit. It does not apply to a U.S. company purchasing mahogany utilizing a CITES document issued to a foreign affiliates address.

Step 7—Ensure that the Documents Have not Expired

The CITES Certificate of Origin is valid for 12 months after the issuance date. The CITES Export Permit is valid for 6 months after the issuance date. However, under specific circumstances detailed in Resolution 10.2, the CITES Management Authority can extend the expiration date of the Export Permit.

The USDA issued General Permit (GP) is valid for two years. Check the bottom left hand corner of the copy of the document for the expiration date. If the GP has expired, have the importer reapply by completing an application (PPQ Form 621). Have the importer submit the completed application to the address located on the form along with the \$70 application fee. Once you are satisfied that the importer has submitted the required application along with the fee, continue to process the importation.

Step 8—See that Quantities Are Authorized

Verify the quantities recorded on the CITES Documents and cargo entry papers are expressed in cubic meters for logs or lumber and in square meters for veneer. If the quantities are **not** expressed in cubic or square meters, have the importer or the importer's agent convert the quantities to the correct unit of measurement. Have that person write a statement describing the method used to make the conversion. Attach a copy of the written statement to the original CITES document that will be forwarded to U.S. Fish and Wildlife Service (F&W). Attach a copy to the file copy. Refer to Chapter 7, [Conversion Formulas](#), for conversion formulas.

Evaluate the quantity authorized on the CITES documents against what is shown on the cargo entry papers:

If the quantity on the cargo entry papers:	Then:
Is equal to or less than what's on the CITES documents	CONTINUE to Step 9 that follows:
Exceeds what is authorized on the CITES documents	Confirm with the permittee or importer whether the quantity actually exceeds what's authorized. If you confirm that the shipment actually exceeds what is authorized—INITIATE forfeiture procedures—Refer to Chapter 3, Forfeiture Procedures

Step 9—Inspect the Shipment

In addition to inspecting for plant pests, assess the actual quantity being shipped. You may have to overcome the following difficulties in assessing the volume of material being shipped:

- ◆ Enormity of the shipment
- ◆ Identity of the pallets comprising the shipment
- ◆ Accessibility of containerized cargo
- ◆ Pallets of lumber of variable sizes

If your inspection reveals quantities in excess of what is documented on the Certificate of Origin or the Export Permit, then the shipment is in violation of CITES Regulations and is subject to forfeiture. Refer to Chapter 3, [Forfeiture Procedures](#), for forfeiture procedures. In addition, if the exporter is a repeat violator, attempted to mislead you, or concealed unauthorized lumber, then the importer may be subject to civil or criminal penalties. Complete a PPQ Form 518 to document the violation. Contact your regional botanist for help with forfeiture procedures or in reporting a violation.

Step 10—Endorse Documents

Endorse the **original** CITES Certificate of Origin or Export Permit. Use your “USDA, PPQ Release stamp.” **Sign** your name in ink and include your badge number and the date. You must use an official stamp issued by our Agency. It must bear the words, “USDA, APHIS, PPQ Release/Inspected and Released.” The stamp must also bear your port location.

In addition to the original CITES document, the importer or the importer’s agent must give you two photocopies of the original. **Never** accept a poor quality copy or facsimile. A legible copy is crucial because the importer will need this document to prove that the mahogany was legally entered in case he or she chooses to reexport all or part of this shipment in the future. Endorse the copies the same as you did on the original.



It is imperative to be able to read the quantity on the endorsed copies. **Never** cover critical fields of the CITES document with the USDA release stamp.

Step 11—Distribute and File CITES Documents

- ◆ Forward the original, endorsed document to the following office:

U.S. Fish and Wildlife Service
Office of Management Authority
4401 North Fairfax Drive, Room 700
Arlington, VA 22203
- ◆ Return a legible and endorsed copy to the importer or the importer’s agent
- ◆ File a copy in your port files



CITES files must be retained for five years. Refer to Chapter 4, [Filing Procedures](#), for directions to setting up a CITES file.

Commenting on These Guidelines

If you question these guidelines or have suggestions to improve them, please contact:

John Arcery, CITES Specialist
phone:(718) 553-1733
email:john.n.arcery@usda.gov

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Bigleaf Mahogany Guidelines

Reexportation of Bigleaf Mahogany

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Guidelines for Handling the Reexportation of Bigleaf Mahogany



Use these guidelines in conjunction with the phytosanitary requirements of the country of final destination. Refer to the Export Certification Manual and EXCERPT for these requirements. A Federal Phytosanitary Certificate for Reexport for Bigleaf Mahogany can only be issued at a designated port authorized to reexport CITES regulated logs and lumber. Issuance of a Federal Phytosanitary Certificate for Reexport of Bigleaf Mahogany is contingent upon compliance with all CITES requirements. Issue a Federal Phytosanitary Certificate for Reexport only if all CITES entry requirements have been satisfied.

Overview

The procedures may be summarized as follows:

- Step 1. Confirm that the commodity is Bigleaf mahogany (*Swietenia macrophylla*)
- Step 2. Determine if the form of the commodity reexported is regulated by CITES
- Step 3. Determine if you have the authority to validate the shipment for reexport
- Step 4. Determine which CITES documents are required
- Step 5. Collect all relevant documents associated with the reexport
- Step 6. Verify that the CITES Reexport Certificate and USDA-issued General Permit have not expired
- Step 7. Confirm that the Bigleaf Mahogany was legally imported
- Step 8. Confirm that the CITES Reexport Certificate is complete and accurate
- Step 9. Inspect the shipment to verify that the quantities are within limits
- Step 10. Validate and endorse the CITES Reexport Certificate if the shipment is in order
- Step 11. Distribute and file the endorsed CITES Reexport Certificate

Step 1—Confirm Identity

Make sure that the importation is of Bigleaf mahogany (*Swietenia macrophylla*). Review the shipping documents. Bigleaf mahogany may be invoiced by a trade name or a local name. Refer to Chapter 5, [List of Timber Species](#), to confirm the scientific name of what's being reexported.

NOTE: Two other species of mahogany are also regulated by CITES but under Appendix II. These two species are:

- ◆ Caribbean mahogany (*Swietenia mahagoni*)
- ◆ Pacific coast mahogany (*Swietenia humilis*)

These two species also would require CITES documents issued by the CITES Management Authority. Refer to this manual or to a copy of 50 CFR 23 for a complete list of timber species regulated by CITES. See also Chapter 5, [List of Timber Species](#).

Step 2—Confirm that the Form Being Reexported Is Protected

Inspect the shipment to verify the accompanying paperwork. Then, continue, using this table:

If the form is being reexported is:	And as:	Then the article:
Saw logs, sawn wood, or veneer sheets ¹	→	Is regulated—continue to Step 3
Plywood or plywood sheets	Sheets to be used in the construction of plywood ²	
	Already manufactured plywood	Is not regulated—exit these guidelines
Other than one listed in the two cells above (for example, furniture or furniture parts or moldings)	→	

- 1 If you need these terms defined, refer to *Chapter 6, Resolutions of the Conference of the Parties*
 2 These may be manifested as plywood sheets. Technically they are veneer sheets used in the construction of plywood.

Step 3—Determine Your Authority


If you are not aware, check to see that your port is designated for the importation of the Bigleaf mahogany. These ports are listed on pages 13.35- 13.36 of the *Plant Import: Nonpropagative* volume of manuals. If you are at a designated port, continue to Step 4. If you are **not** at a designated port, contact your area botanist to arrange to move the shipment under U.S. Customs bond at the owner's expense to a designated port.

NOTICE

Currently 50CFR 24 lists the log and lumber ports as designated **only for the importation** of CITES regulated timber species. The CFR will eventually be amended to include exportation and reexportation. In the interim, all ports approved for the importation of logs and lumber are also approved for the exportation and reexportation of CITES regulated timber species.

Step 4–Determine What Documents Are Needed

Use this table to determine what documents are needed for the legal reexportation of Bigleaf mahogany:

If cut in:	And the permittee:	Then:
Bolivia, Brazil, Costa Rica, or Mexico (listing countries)	Is engaged in commercial business	REQUIRE a <ul style="list-style-type: none"> ◆ USDA-issued General Permit, and ◆ A U.S. F&W issued Reexport Certificate, and ◆ A copy of the CITES Export Permit issued by the Management Authority in the country of origin
	Is not engaged in commercial business	REQUIRE a <ul style="list-style-type: none"> ◆ U.S. F&W issued Reexport Certificate, and ◆ A copy of the CITES Export Permit issued by the Management Authority in the country of origin
Argentina, Belize, Colombia, Ecuador, Guatemala, Honduras, Nicaragua, Panama, Peru, Venezuela or any other country in the Americas where it is grown.	Is engaged in commercial business	REQUIRE a <ul style="list-style-type: none"> ◆ USDA-issued General Permit, and ◆ A U.S. F&W issued Reexport Certificate, and ◆ A copy of the CITES Certificate of Origin or a copy of the CITES Export Permit issued by the Management Authority in the country of origin
	Is not engaged in commercial business	<ul style="list-style-type: none"> ◆ A U.S. F&W issued Reexport Certificate, and ◆ A copy of the CITES Certificate of Origin or a copy of the CITES Export Permit issued by the Management Authority in the country of origin
A country other than one listed in the two cells above		ACCEPT a generic certificate of origin or other conclusive proof of origin

A Note on Areas from Which Bigleaf Mahogany Is Regulated

Bigleaf mahogany is regulated as CITES Appendix III from the Americas. The Americas include North America (Mexico), Central America, South America, and the Caribbean. The tree is grown commercially in the West Indies and other tropical countries. If you are doubtful about the lumber's true origin or whether it is from the Americas, contact your area botanist.

Step 5—Collect Appropriate Documents Associated with the Shipment

NOTE: As part of the reexport validation process you must verify that the Bigleaf mahogany was originally legally imported into the U.S. Therefore, the permittee must provide you with a legible copy of a valid CITES Certificate of Origin or CITES Export Permit that has been previously endorsed (stamped, released, signed, and dated by a PPQ Officer) at the CITES designated first port of arrival.

Collect the following documents:

- ◆ A CITES Reexport Certificate issued by U.S. F&W
- ◆ A copy of a valid CITES Certificate of Origin or CITES Export Permit issued by the CITES Management Authority in the country of origin
- ◆ If the importer is engaged in a commercial business, a copy of the USDA-issued General Permit issued by the USDA to engage in the commercial trade of CITES listed plants. Refer to Chapter 10, [Sample of a General Permit and an Application for a Permit](#).
- ◆ Cargo paperwork associated with the shipment (for example, bills of lading, U.S. Customs entry, and invoice)

Step 6—Ensure that Documents Have Not Expired

Check the bottom left-hand corner of the USDA-issued General Permit (GP) and Block Number 2 of the CITES Reexport Certificate to verify that these documents have not expired. If the GP has expired, have the permittee reapply by completing an application (PPQ Form 623). Have the importer submit the completed application to the address located on the form along with the \$70 application fee. Once you are satisfied that the importer has submitted the required application along with the fee, continue to process the reexport.

If the CITES Reexport Certificate has expired, stop processing the reexport. Have the permittee contact the U.S. F&W, Office of Management Authority to have their CITES certificate reissued.

Step 7—Confirm Legal Importation

One of the special conditions in Section 5 of the CITES Reexport Certificate directs the permittee to attach a copy of the CITES Certificate of Origin or Export Permit. To verify that the mahogany legally entered, ensure that the copy presented to you is valid (match it to a facsimile from the country of origin provided). Refer to Chapter 8, [Facsimiles of CITES Documents](#). Also verify that the CITES documents were previously inspected and stamped, “Released,” by a PPQ Officer.

If you are given a copy of an invalid document, stop processing the reexport and inform the permittee of the correct document requirements.

If the copy of the CITES Export Permit or the CITES Certificate of Origin presented to you is illegible or had **not** been previously endorsed by PPQ, contact PPQ personnel at the port the mahogany originally entered to determine if it was legally imported. Once PPQ personnel at the port of entry confirm that the mahogany was legally imported, they may endorse the CITES Certificate of Origin or the Export Permit after the fact and forward a copy to the office doing the reexport. However, if you learn that the original importation was illegal, the shipment may be subject to forfeiture. Contact your area botanist.

Step 8—Confirm that the CITES Reexport Certificate is Complete and Accurate

Refer to Chapter 9, [Examples of CITES Certificates of Reexport](#) for facsimiles of the OMA issued older and current versions of the CITES Reexport Certificate. Check the following blocks of the Reexport Certificate:

Block 4—(Completed by the permittee or the OMA)—Verify that the consignee's name and address are correct.

Block 5—(Completed by the OMA and permittee) Orient yourself to any special conditions the permittee must adhere to to properly use this document. –Verify that the importation date entered by the permittee coincides with the date PPQ inspected and released the original importation on the CITES Certificate of Origin or Export Permit attached.

Block 7(A)—(Completed by OMA)—Confirm that the certificate is a reexport for *Swietenia macrophylla*.

Block 11—(completed by the permittee)—Ensure that if it is lumber, the quantity is expressed in cubic meters; if veneer, square meters. Refer to Chapter 7, *Conversion Formulas* for conversion formulas. Verify that the quantity entered in this block agrees with the quantities declared on the invoice and cargo papers accompanying the shipment. Then compare the quantity entered in this block with the quantity originally imported on the attached CITES Certificate of Origin or Export Permit.

If the quantity on the Reexport Certificate is:	Then:
Equal to or less than what's on the CITES Certificate of Origin or Export Permit	CONTINUE to Step 9 that follows
<p>Exceeds what's on the CITES Certificate of Origin or Export Permit</p> <p>NOTE: The permittee may not reexport mahogany in quantities greater than what is covered by their CITES Certificate of Origin or Export Permit</p>	<p>STOP PROCESSING THE REEXPORT—Give the permittee the opportunity to</p> <ul style="list-style-type: none"> ◆ Remove excess mahogany and amend the paperwork, or ◆ Provide you with a CITES Certificate of Origin or an CITES Export Permit that authorizes the excess mahogany ◆ Provide you with a new or amended CITES Reexport Certificate

Block 12—(Completed by the permittee)—Verify that the country of origin, and the permit or certification number recorded coincides with the attached CITES Certificate of Origin or Export Permit.

Step 9—Inspect the Shipment

Assess the actual quantity of lumber or veneer being reexported. You may have to overcome the following difficulties in assessing the volume of material being shipped:

- ◆ Enormity of the shipment
- ◆ Identity of the pallets comprising the shipment
- ◆ Accessibility of containerized cargo
- ◆ Pallets of lumber of variable sizes

If your inspection reveals quantities **in excess** of what is documented on the CITES Reexport Certificate, the permittee must correct the discrepancy by amending the documents with the proper quantity or by removing the excess mahogany. Discontinue processing the reexport until the discrepancy is corrected. If you judge that the exporter is a repeat violator, or that there was an obvious attempt to mislead you or to conceal unauthorized lumber, then consider initiating forfeiture procedures. refer to Chapter 3, [Forfeiture Procedures](#). Contact your area botanist for concurrence.

Step 10—Validate and Endorse Documents

The CITES Reexport Certificate is invalid until a PPQ officer completes Blocks 13, 14, and 15 of this form. Here are the directions for completing these three blocks:

Block 13—In row (A), enter the quantity of mahogany being reexported. This must equal the quantity entered in Block 11 of Row 7 (A). Line out the remaining, unused rows.

NOTE: The permittee is authorized to reexport a quantity **equal to or less than** the amount originally imported on the CITES Certificate of Origin or Export Permit. However, they are not permitted to reexport a quantity greater than originally imported.

Block 14—Enter the bill of lading, the port of reexportation. Include the city and State. Enter the total number of shipping containers, pallets, or bundles.

Block 15—Endorse the certificate with a USDA, APHIS, PPQ Released or Inspected and Released stamp. **Sign** and date in ink. Include your badge number. You must use an official stamp issued by our Agency. It must bear the words, “USDA, APHIS, PPQ Release/Inspected and Released.” The stamp must also bear your port location.

Step 11—Distribute and File CITES Documents

- ◆ Return the validated original, along with the attached copy of the CITES Certificate of Origin or Export Permit, to the permittee. Instruct the permittee to forward these documents with the shipment.
- ◆ Suggest that the permittee make a photocopy for their files.
- ◆ Forward a copy to the following office:

U.S. Fish and Wildlife Service
Office of Management Authority
4401 North Fairfax Drive, Room 700
Arlington, VA 22203

- ◆ File a copy in your port files. Refer to Chapter 4, [Filing Procedures](#) for directions on how to set up a CITES file.



CITES files must be retained for five years.

T&E to Canada

Transportation and Exportation (T&E) of Bigleaf Mahogany to Canada

Step 1—Verify that the shipment is accompanied by U.S. Customs Form 7512 or other accepted in-bond document

Step 2—Stamp the Customs paperwork, “Released for Exportation.” Do **not** stamp the CITES document (this will be done by the Management Authority of Canada).

Step 3—Apply any necessary safeguards.

Step 4—Allow the shipment to proceed.



If the Customs paperwork designates both a U.S. Company (middle man) and a Canadian consignee, review the CITES document to verify that the consignee is actually Canadian and not U.S. If the CITES document declares a U.S. Company as the consignee, then the T&E must be handled as a CITES reexport.

IE

Immediate Exportation (IE) of Bigleaf Mahogany

Step 1—Verify the shipment is accompanied by U.S. Customs Form 7512 or other accepted export document.

Step 2—Stamp the Customs paperwork, “Released for Exportation.” Do **not** stamp the CITES document (this will be done by the Management Authority of the country of destination).

Step 3—Apply any necessary safeguards.

Step 4—Allow the shipment to proceed.

Commenting on Guidelines

If you question these guidelines or have suggestions to improve them, please contact:

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Bigleaf Mahogany
Guidelines

Forfeiture Procedures

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Process Violations of CITES

These procedures are only for plant material. Procedures have been established for the forfeiture of nonplant material (such as equipment shipped with the mahogany or the means of conveyance) when the exporter is found violating CITES.

The following are violations of CITES:

- ◆ Falsifying documents to hide the actual identity of the tree from which the mahogany was cut, the quantity or dimensions of the shipment, the origin of the mahogany, etc.
- ◆ Importing, exporting, or reexporting protected mahogany **without** the documents required by CITES and issued by OMA
- ◆ Commercially importing or reexporting protected mahogany **without** a General Permit issued by PPQ
- ◆ Failing to keep records required by 7CFR 355.23 or refusing to make reports from these records when requested by PPQ
- ◆ Importing or Reexporting mahogany out of a port that has **not** been designated for the movement of such protected material
- ◆ Failing to notify and present documents to PPQ for the inspection of CITES regulated material for import, export, or reexport

Overview of the Steps:

The steps to take to process violations of CITES are:

- Step 1. Set up a system for filing the violations
 - Step 2. Confirm that the violation exists
 - Step 3. Seize protected or plant product:"
 - Step 4. Estimate the retail value of the protected product that is moving in violation of the legislation.
 - Step 5. Start forfeiture procedures.
 - Step 6. Safeguard the seized material
 - Step 7. Take custody of forfeited or abandoned material that was seized.
 - Step 8. Start the process for getting forfeited or abandoned live plants to a rescue center.

Step 1—Set Up a System for Filing the Violations

The purpose of the filing system is to:

- ◆ Give you immediate access to prior actions taken on seized mahogany (in case you are asked questions about a particular action)
- ◆ Identify repeat offenders, and
- ◆ Facilitate a civil or criminal proceeding.

The principle document you will be filing is the Notice of Seizure and Proposed Forfeiture, PPQ Form 624. To set up your file, do the following:

- ◆ Give each shipment found in violation of the legislation its separate file.
- ◆ Number each file consecutively from the first seizure for the fiscal year. In your numbering, first show your port and the year. (See example that follows.)

Miami 00-01

FIGURE 3-2:Example of numbering configuration used in filing systems for violations

- ◆ Put Part 4 of the PPQ Form 624 in the front of each file, and update it as necessary.
- ◆ Retain each file for 5 years after the last documented action is taken.

Step 2—Confirm That the Violation Warrants Forfeiture

TABLE 3-1: Confirming That the Violation Warrants Prosecution

If you have:	Then:
A repeat violation	1. CONTINUE processing the violation; it warrants prosecution, and 2. GO to Step 3, Seize the Protected Mahogany
Evidence that a permit, certificate, or other official document was altered or forged to gain advantage	
An attempt to import or reexport with an invalid CITES document or without a CITES document	
An obvious attempt to mislead you or to conceal unauthorized mahogany	
A violation that meets none of the criteria described in the three cells above ¹	DISCONTINUE processing the violation and contact your regional botanist for instructions

- 1 The lack of CITES documents, the lack of a General Permit, or the attempt to import or reexport out of a nondesignated port may, in part, be due to the person's lack of knowledge of the regulations. If there is no obvious attempt to defraud or violate the regulations, provide the person with the required information or refer them to a designated port for clarification.

Step 3—Seize the Protected Mahogany

If you haven't already, seize the mahogany moving in violation of the legislation.

Step 4—Estimate the Retail Value of the Mahogany That Is Moving in Violation of the Legislation

Mahogany is sold in the United States. Therefore, use the price asked or given for the logs, lumber, or veneer from the nearest retailer to estimate its value. However, if it is impracticable to contact the nearest retailer, use the mahogany's invoiced value or any other reasonable means to estimate the retail value.

TABLE 3-2: Regulating Seized Mahogany

If you estimate the value of the seized mahogany to be:	Then:
More than \$10,000	GO to Step 5a for procedures to be used when the value of the mahogany exceeds \$10,000
\$10,000 or less	GO to Step 5b for procedures to be used when the value of the mahogany is \$10,000 or less

Step 5—Start Forfeiture Procedures

The forfeiture procedures will allow you to gain legal custody of the mahogany seized and to facilitate prosecution by PPQ or OMA.

Step5a—Forfeiture Procedures to Be Used When the Value of the Mahogany Seized Exceeds \$10,000

Follow these steps; then continue processing the violation.

- A. Complete a PPQ Form 624, Notice of Seizure and Proposed Forfeiture. Edit the completed form so that there are no inaccuracies in Blocks 3 and 4 (these blocks are used to describe the mahogany, why the mahogany was seized, and your authority for the seizure).
- B. Make sure that all relevant documents have been collected and filed. Update the file as necessary.
- C. Write a narrative report of all relevant facts and circumstances of the violation. Include names of any witnesses. Cite the laws believed to have been violated. If you need additional guidance, contact your regional botanist.
- D. Contact port operations, Riverdale, MD. Be prepared to provide the following:
 - Your report
 - The original and Part 4 of PPQ Form 624
 - The documents that accompanied the shipment
- E. Go to [Step 6—Safeguard the Seized Mahogany](#)

Step 5b—Forfeiture Procedures to Be Used When the Value of the Mahogany Seized is \$10,000 or Less

Follow these steps; then continue processing the violation.

- A. Reconfirm that the violation warrants prosecution. Contact your regional botanist if you have any questions.
- B. Allow the owner to either waive title to the mahogany moving in violation of the legislation or to challenge the forfeiture of that mahogany. Advise the owner that the mahogany becomes forfeit after 21 days. If, after 21 days, a PPQ Form 625 (Claim and Bond) or a PPQ Form 626 is **not** received by the Deputy Administrator—the U.S. Government takes title to the mahogany moving in violation of the legislation.

TABLE 3-3: Regulating Seized Mahogany Valued at \$10,000 or Less

If the owner:	Then:
Agrees to waive title to the mahogany	1. Have owner COMPLETE and SIGN a PPQ Form 623, Waiver of Forfeiture Procedures by Owner of Seized Property. Make sure the owner reads both sides of the form. 2. CONTINUE processing the violation
Returns to challenge the forfeiture of the mahogany	1. GIVE owner PPQ Forms 625 and 626 2. CONTINUE processing the violation
Is absent	1. MAIL owner PPQ Forms 625 and 626 2. CONTINUE processing the violation

C. Complete PPQ Form 624, Notice of Seizure and Proposed Forfeiture, for mahogany seized under CITES legislation, then:

- File the original at the PPQ office where the mahogany was seized.
- Immediately post Part 2 of PPQ Form 624 in a conspicuous place accessible to the public. The place must be at the PPQ office where the mahogany was seized. Keep the form posted for 21 days. Record the date and time of the posting on Parts 3 and 4 of the worksheet to PPQ Form 624.
- Hand Part 3 of the form to the owner after you have filled in the file number. If unable to hand the form to the owner of the seized mahogany, mail Part 3 to the owner at their last known address—use certified or registered mail with a return receipt requested.
- Keep Part 4 as a worksheet to know what has happened, who was notified, and when the next step is to be taken.

D. Go to [Step 6—Safeguard the Seized Mahogany](#).

Step 6—Safeguard the Seized Mahogany

Safeguard the protected mahogany until it leaves your care.

Make sure that nothing is lost.

Step 7—Take Custody of Forfeited or Abandoned Mahogany That Was Seized:

You may take custody of the seized mahogany if, after 21 days:

- ◆ A Claim and Bond was **not** received by the Deputy Administrator.
- ◆ The exporter did **not** come up with the required CITES documents or a General Permit.

To take custody of the mahogany:

1. Complete a PPQ Form 627, Declaration of Forfeiture. Refer to Parts 1 and 4 of PPQ Form 624 (the worksheet) to complete PPQ Form 627.
2. Using registered or certified mail with a return receipt requested—send a copy of PPQ Form 627 to the owner of the forfeited mahogany.

The protected mahogany is now the property of the U.S. Government.

3. Record the date and time you mail PPQ Form 627 in Block 7(d) of the worksheet (Part 4 of PPQ Form 624).

Step 8—Start the Process for Placing Forfeited or Abandoned Mahogany:

Phone PO in Riverdale, MD. Their phone number is (301) 734-8295. Tell them:

- ◆ The quantity of the mahogany
- ◆ The country where the mahogany was cut
- ◆ The name of the port and the file number

Once arrangements are made to pay for the shipping, you will be advised. Ship the mahogany where directed.

Record the date and time you sent the wood to the receiver in Block 7(c) of the worksheet (Part 4 of PPQ Form 624).

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Bigleaf Mahogany
Guidelines

Filing Procedures

Contents

[Setting Up a File System for CITES Documents](#) page 4-1

Setting Up a File System for CITES Documents

Purpose

Documents are filed in case originals are lost or destroyed. They are also kept to provide information in case of litigation. An accessible filing system will enable you to comply with audits by non-government conservation groups who may use the records to monitor trade statistics.

Step 1—Decide on the filing system that is most practical for your location. Devise one that keeps the records complete and accessible. Here are two methods currently being used:

- ◆ File alphabetically by permittee's name
- ◆ File chronologically by month and year

Step 2—Select the documents that need to be filed. As a minimum, file the following:

- ◆ The validated copy of the CITES document
- ◆ Lading or airway bills
- ◆ Customs entry
- ◆ Invoice
- ◆ Copy of the Phytosanitary Certificate (if issued)

Step 3—Maintain each file for a minimum of five years.

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Bigleaf Mahogany
Guidelines

List of Timber Species

To determine whether the wood is listed (protected), click on this URL to access the CITES web site:

<http://www2.wcmc.org.uk/cites/eng/dbase/index.shtml>

1. In the left column of the screen, click on CITES Databases and select Flora.
2. When the new screen opens, click on the bulleted, blue-underlined “flora.”
3. In the top active field for Family, Genus, Species, or Common Name, enter the name on the invoice and click on the “SUBMIT” button. HINT: You may need to scroll down to see this button.
4. If the wood is protected, you will be taken to the appropriate screen. Check to see that the country of origin is listed and level of protection (Appendix I, II, or III).

Resolutions of the Conference of the Parties

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[Conf. 10.13](#) page 6-2

Conf. 10.2

Permits and Certificates

VII. Regarding the change of destination on export permits and re-export certificates issued for timber species included in Appendices II and III with the annotation #5

RECOMMENDS that an export permit or a re-export certificate that indicates the complete names and addresses of the (re-)exporter and importer, in conformity with Annex 1, paragraph d), to this Resolution, not be accepted for import into a country other than the one for which it was issued, except under the following conditions:

- a) the actual quantity of specimens exported or re-exported is included in the designated box on the export permit or re-export certificate, certified by the stamp or seal and signature of the authority that carried out the inspection at the time of export or re-export;
- b) the exact quantity referred to under a) is imported;
- c) the number of the bill of lading of the shipment is included on the permit or certificate;
- d) the bill of lading of the shipment is presented to the Management Authority together with the original of the export permit or re-export certificate at the time of import;
- e) the import takes place within six months after the issue of the export permit or re-export certificate;
- f) the period of validity of the export permit or re-export certificate has not already been extended;

g) the Management Authority of the importing country includes on the permit or certificate, in the box relating to special conditions, or an equivalent place, the following text, certified by its stamp or seal and signature:

"import into [name of country] permitted in accordance with Resolution Conf. 10.2 (section VII.) on [date]";

and

h) a copy of the export permit or re-export certificate as amended in accordance with sub-paragraph g) above shall be sent to the country of export or re-export, allowing it to amend its annual report, and to the CITES Secretariat;

Conf. 10.13

Regarding parts and derivatives

c) the following definitions be applied with respect to the current annotations #5 and #6:

i) Logs

All wood in the rough, whether or not stripped of bark or sapwood, or roughly squared, for processing, notably into sawn wood, pulpwood or veneer sheets (HS code 44.03*);

ii) Sawn wood

Wood simply sawn lengthwise or produced by a profile-chipping process. Sawn wood normally exceeds 6 mm in thickness (HS code 44.06*, HS code 44.07*); and

iii) Veneer sheets

Thin layers or sheets of wood of uniform thickness, usually 6 mm or less, usually peeled or sliced, for use in making plywood, for veneering furniture, veneer containers, etc. (HS code 44.08¹); and

d) for the purpose of annotations in the appendices for parts and derivatives of species traded as timber, definitions be used that, to the extent possible, are based on the tariff classifications of the Harmonized System of the World Customs Organization;

Regarding amendment proposals for timber species

e) proposals for the inclusion of timber species in Appendix II or III indicate clearly which parts and derivatives should be regulated; and

f) where these are different from the parts and derivatives included in the current annotation #5, the proponent also propose the relevant amendment to Resolution Conf. 10.2 if the procedures for extending the period of validity of, and/or changing the destination on, the export permit or re-export certificate should apply;

Regarding the definition of 'artificially propagated'

g) timber taken from trees grown in monospecific plantations be considered as being artificially propagated in accordance with the definition contained in Resolution Conf. 9.18 (Rev.);

Regarding improvement of public understanding of the role of the Convention in the conservation of timber species

h) parties consider any possible deleterious conservation and trade impacts before they impose stricter domestic measures on trade in timber specimens of species included in Appendix II or III; and

1HS refers to the Harmonized System of the World Customs Organization describing and coding goods in trade. The codes referred to in this document for timber include the following:

44.03 - Wood in the rough, whether or not stripped of bark or sapwood, or roughly squared

44.06 - Railway or tramway sleepers of wood

44.07 - Wood sawn or chipped lengthwise, sliced or peeled, whether or not planed, sanded or finger-jointed, of a thickness exceeding 6 mm

44.08 - Veneer sheets and sheets for plywood (whether or not spliced) and other wood sawn lengthwise, sliced or peeled, whether or not planed, sanded or finger-jointed, of a thickness not exceeding 6 mm.

i) Management Authorities work with governmental agencies (including local governments), non-governmental organizations, industry and the general public to develop and provide information on the objectives, provisions and implementation of the Convention to counter the misconception that the inclusion of species in the appendices represents a ban on the trade in specimens of these species, and to disseminate the message that international trade and utilization of timber species included in Appendices II and III are generally permitted and can be beneficial; and

Regarding timber species of concern

j) the range States pay particular attention to internationally traded timber species within their territories for which the knowledge of the biological status and silvicultural requirements gives cause for concern.

Conversion Formulas

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Kilograms of Lumber to Cubic Meters	page 7-2
Square Feet of Lumber to Cubic Meters	page 7-2
Conversion Formulas for Veneer	page 7-3
Square Feet of Veneer to Square Meters	page 7-3
Square Meters of Veneer to Cubic Meters	page 7-3
Square Feet of Veneer to Cubic Meters	page 7-4

Conversion Formulas for Logs and Lumber

Because log and lumber shipments must be expressed in cubic meters and veneer shipments must be expressed in square meters, you may find the following conversion formulas helpful. Use the following formulas to convert board feet, kilograms, and square meters to cubic meters:

Board Feet to Cubic Meters

$$\frac{(\text{Board feet of lumber})}{(424 \text{ board feet})} = \text{Cubic meters of lumber}$$

NOTICE

There are 424 board feet per cubic meter.

Board feet may be expressed in pie tablares (PT.) from some countries, (1PT. = 1 Board foot).

EXAMPLE: A shipment of 1000 board feet of lumber arrives at your port. The following calculation would convert this shipment to cubic meters of lumber:

$$\frac{(1000 \text{ board feet of lumber})}{(424 \text{ board feet})} = 2.36 \text{ cubic meters of lumber}$$

Kilograms of Lumber to Cubic Meters

$$\frac{(\text{Kilograms of lumber})}{(600 \text{ kilograms})} = \text{Cubic meters of lumber}$$



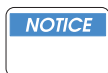
On average, there are 600 kilograms (kgms) of lumber per cubic meter. Because the moisture content of wood may vary its weight from 450-700 kilograms per cubic meter, 600 kilograms will give an approximate number of cubic meters of lumber.

EXAMPLE: A shipment of 10,000 kgms of air dried lumber arrives at your port. The following calculation would convert this shipment to cubic meters of lumber:

$$\frac{(10,000 \text{ kilograms of air dried lumber})}{(600 \text{ kilograms})} = 16.67 \text{ cubic meters of dried lumber}$$

Square Feet of Lumber to Cubic Meters

$$(\text{Square feet of lumber}) \times (\text{lumber thickness in feet}) \times (0.02832) = \text{Cubic meters of lumber}$$



Where: Square feet of lumber = (lumber length in feet) x (lumber width in feet)
and lumber thickness in feet = (lumber thickness in inches divided by 12)

This is a difficult conversion because it depends upon the multiplication of the number of square meters and the thickness of wood, which could be variable. In this case, have the permittee perform the conversion and provide you with a copy of the calculations.

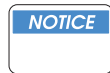
A shipment of 10,000 square feet of lumber approximately 1 inch thick arrives at your port. The following calculation would convert this shipment to cubic meters:

$$(10,000 \text{ square feet of lumber}) \times \left(\frac{1}{12}\right) \text{ feet of lumber} \times (0.02832) = (23.6) \text{ cubic meters of lumber}$$

Conversion Formulas for Veneer

Square Feet of Veneer to Square Meters

$$(\text{Square feet of veneer}) \times (0.0929) = (\text{Square meters of veneer})$$



Where: (Square feet of Veneer) = (Length of Veneer in feet) X (Width of Veneer in feet)

EXAMPLE: A shipment of 25,000 square feet of veneer arrives at your port. The following calculation would convert this shipment to square meters:

$$(25,000 \text{ square feet of veneer}) \times (0.0929) = 2322.5 \text{ square meters}$$

Square Meters of Veneer to Cubic Meters

$$(\text{Square feet of veneer}) \times (\text{Veneer thickness in feet}) \times (0.02832) = \text{Cubic meters of veneer}$$



Where: (Square feet of Veneer) =
(Length of Veneer in meters) X (Width of Veneer in meters)

Veneer thickness in meters = (Veneer thickness in millimeters) / 1000

This is a difficult conversion because it depends upon the multiplication of the number of square meters and the thickness of wood, which could be variable. In this case, have the permittee perform the conversion and provide you with a copy of the calculations.

A shipment of 25,000 square meters of veneer 0.6 millimeters thick arrives at your port. The following calculation would convert this shipment to cubic meters:

$$(25,000 \text{ square meters of veneer}) \times \left(\frac{0.6}{1000} \right) \text{ meter} = 15 \text{ cubic meters of veneer}$$

Square Feet of Veneer to Cubic Meters

(Square feet of veneer) × (Veneer thickness in feet) × (0.02832) = Cubic meters of veneer



Where: (Square feet of Veneer) =
(Length of Veneer in feet) X (Width of Veneer in feet) and

Veneer thickness in feet = (Veneer thickness in a fraction of an inch) / 12

This is a difficult conversion because it depends upon the multiplication of the number of square feet and the thickness of wood, which could be variable. In this case, have the permittee perform the conversion and provide you with a copy of the calculations.

Example: A shipment of 25,000 square feet of veneer 1/16 of an inch thick arrives at your port. The following calculation would convert this shipment to cubic meters:

$$(25,000 \text{ square feet of veneer}) \times \left(\frac{\left(\frac{1}{16} \right)}{12} \right) \text{ square feet} \times 0.2832 = 3.687 \text{ cubic meters}$$



Facsimiles of CITES Documents

Contents

Peruse your own files or use the copies of documents provided with your printed manual.

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Examples of CITES Certificates of Reexport

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Peruse your own files or use the copies of documents provided with your printed manual.

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Sample of a General Permit and an Application for a Permit

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[Sample of an Application for a General Permit](#) page 10-3
[Example of a Completed Application](#) page 10-4

Sample of a General Permit

		General Permit		SAMPLE		Terrestrial plants	
United States Department of Agriculture		Animal and Plant Health Inspection Service		To engage in the business of importing, exporting or reexporting listed in 50 CFR 17.12 or 23.23		Issued to:	
No. _____		Expiration Date		Approving Official		PART 1 - PERMITTEE	
PPQ FORM 622 (APR 95)							

Sample of an Application for a General Permit

<small>No general permit may be issued until an application has been approved (7 CFR 355). See reverse for additional information.</small>		<small>FORM APPROVED OMB NO. 0579-0076</small>
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE APPLICATION FOR GENERAL PERMIT TO ENGAGE IN THE BUSINESS OF IMPORTING, EXPORTING, OR REEXPORTING TERRESTRIAL PLANTS		MAIL COMPLETED APPLICATION WITH CHECK TO: USDA-APHIS-PPQ-Permit Unit 4700 River Road, Unit 136 Riverdale, Maryland 20737-1236 (301) 734-8645
<small>INSTRUCTIONS: One copy of this application must be accompanied by a check or money order for \$70.00 made payable to Plant Protection and Quarantine. This fee shall not be refunded if the application is denied or abandoned. If a General Permit is issued based on this application, it shall be valid for two years from date of issue.</small>		
1. NAME AND ADDRESS OF APPLICANT (include ZIP Code) TELEPHONE NUMBER: AC ()	2. APPLICATION IS IN THE NAME OF ("X" one) <input type="checkbox"/> AN INDIVIDUAL <input type="checkbox"/> A BUSINESS	
3. DESCRIBE THE NATURE OF YOUR ACTIVITIES RELATING TO IMPORTING, EXPORTING, OR REEXPORTING PLANTS LISTED IN 50 CFR 17.12 AND 23.23 (if more space is needed, continue on reverse side)		
4A. NAME OF BUSINESS AFFILIATION (if any) HAVING TO DO WITH IMPORTING, EXPORTING OR REEXPORTING PLANTS LISTED IN 50 CFR 17.12 AND 23.23 (If none, so state)		
B. FORM OF BUSINESS ("X" one if applying as a business) <input type="checkbox"/> CORPORATION <input type="checkbox"/> FIRM <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> OTHER (specify)		
C. LIST THE NAME AND ADDRESS OF EACH PARTNER, OFFICER, DIRECTOR, HOLDER, AND OWNER OF 10% OR MORE OF VOTING STOCK, AND EMPLOYEE IN A MANAGERIAL OR EXECUTIVE CAPACITY (if more space is needed continue on reverse side)		
5. ADDRESS(ES) WHERE PLANTS LISTED IN 50 CFR 17.12 AND 23.23 WOULD BE GROWN OR STORED AND ANY OTHER LOCATION WHERE ACTIVITIES RELATED TO SUCH PLANTS WOULD BE CONDUCTED		
6. STREET ADDRESSES WHERE BOOKS OR RECORDS CONCERNING THE IMPORTATION, EXPORTATION OR REEXPORTING OF PLANTS LISTED IN 50 CFR 17.12 AND 23.23 WILL BE KEPT		
7. NAME AND ADDRESS OF THE PERSON AUTHORIZED TO MAKE RECORDS OR PLANT INVENTORIES AVAILABLE FOR EXAMINATION BY INSPECTORS		
TELEPHONE NUMBER: AC ()		
<div style="border: 1px solid black; padding: 5px;"><p style="text-align: center;">I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief.</p><p>False Statement: Falsification of any item on this application may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 1001)</p></div>		
8. SIGNATURE (partner or officer if a business)	9. DATE	

PPQ FORM 621
(APR 95)

Example of a Completed Application

<small>No general permit may be issued until an application has been approved (7 CFR 355) See reverse for additional information.</small>		<small>FORM APPROVED OMB NO. 0579-0076</small>									
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		MAIL COMPLETED APPLICATION WITH CHECK TO:									
APPLICATION FOR GENERAL PERMIT TO ENGAGE IN THE BUSINESS OF IMPORTING, EXPORTING, OR REEXPORTING TERRESTRIAL PLANTS		USDA-APHIS-PPQ-Permit Unit Unit 136 xxxxxx 4700 River Rd Riverdale, MD 20737-1236									
<small>INSTRUCTIONS: One copy of this application must be accompanied by a check or money order for \$70.00 made payable to Plant Protection and Quarantine. This fee shall not be refunded if the application is denied or abandoned. If a General Permit is issued based on this application, it shall be valid for two years from date of issue.</small>											
1. NAME AND ADDRESS OF APPLICANT (include ZIP Code) Tilahum Gamta Lumber and Veneer Co., Inc. TELEPHONE NUMBER: AC ()	2. APPLICATION IS IN THE NAME OF ("X" one) <input type="checkbox"/> AN INDIVIDUAL <input checked="" type="checkbox"/> A BUSINESS										
3. DESCRIBE THE NATURE OF YOUR ACTIVITIES RELATING TO IMPORTING, EXPORTING, OR REEXPORTING PLANTS LISTED IN 50 CFR 17.12 AND 23.23 (if more space is needed, continue on reverse side) Import bigleaf mahogany veneer to manufacture plywood											
4A. NAME OF BUSINESS AFFILIATION (if any) HAVING TO DO WITH IMPORTING, EXPORTING OR REEXPORTING PLANTS LISTED IN 50 CFR 17.12 AND 23.23 (if none, so state) Tilahum Gamta Lumber and Veneer Co. Inc.											
B. FORM OF BUSINESS ("X" one if applying as a business) <input checked="" type="checkbox"/> CORPORATION <input type="checkbox"/> FIRM <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> OTHER (specify)											
C. LIST THE NAME AND ADDRESS OF EACH PARTNER, OFFICER, DIRECTOR, HOLDER, AND OWNER OF 10% OR MORE OF VOTING STOCK, AND EMPLOYEE IN A MANAGERIAL OR EXECUTIVE CAPACITY (if more space is needed continue on reverse side) <table style="width: 100%; border: none;"><tr><td style="width: 33%;">AC Moore</td><td style="width: 33%;">2924 Knollwood Lane</td><td style="width: 33%;">Birchwood WI 54817</td></tr><tr><td>JD Roberts</td><td>1406 Lakeshore Drive</td><td>Rice Lanke WI 54868</td></tr><tr><td>MS Stull</td><td>2924 Knollwood Lane</td><td>Birchwood WI 54817</td></tr></table>			AC Moore	2924 Knollwood Lane	Birchwood WI 54817	JD Roberts	1406 Lakeshore Drive	Rice Lanke WI 54868	MS Stull	2924 Knollwood Lane	Birchwood WI 54817
AC Moore	2924 Knollwood Lane	Birchwood WI 54817									
JD Roberts	1406 Lakeshore Drive	Rice Lanke WI 54868									
MS Stull	2924 Knollwood Lane	Birchwood WI 54817									
5. ADDRESS(ES) WHERE PLANTS LISTED IN 50 CFR 17.12 AND 23.23 WOULD BE GROWN OR STORED AND ANY OTHER LOCATION WHERE ACTIVITIES RELATED TO SUCH PLANTS WOULD BE CONDUCTED 60 West Highway 48 Birchwood, WI 54817											
6. STREET ADDRESSES WHERE BOOKS OR RECORDS CONCERNING THE IMPORTATION, EXPORTATION OR REEXPORTING OF PLANTS LISTED IN 50 CFR 17.12 AND 23.23 WILL BE KEPT 60 West Highway 48 Birchwood, WI 54817											
7. NAME AND ADDRESS OF THE PERSON AUTHORIZED TO MAKE RECORDS OR PLANT INVENTORIES AVAILABLE FOR EXAMINATION BY INSPECTORS Tilahum Gamta 60 West Highway 48 Birchwood, WI 54817 TELEPHONE NUMBER: AC ()											
<div style="border: 1px solid black; padding: 5px;"><p>I hereby certify that the information in this application is complete and accurate to the best of my knowledge and belief. <small>False Statement: Falsification of any item on this application may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 1001)</small></p><table style="width: 100%; border: none;"><tr><td style="width: 60%; padding: 5px;">8. SIGNATURE (partner or officer if a business) </td><td style="width: 40%; padding: 5px;">9. DATE 2-10-99</td></tr></table></div>			8. SIGNATURE (partner or officer if a business) 	9. DATE 2-10-99							
8. SIGNATURE (partner or officer if a business) 	9. DATE 2-10-99										

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11

Bigleaf Mahogany
Guidelines

Identifying Wood from Bigleaf Mahogany

You will need at least a 10 power hand lens to identify the wood.

1. Using a sharp knife or razor blade, slice the end or cross grain of a piece of lumber
2. Examine the sliced wood with a hand lens. Look for white lines in the wood (banded axial parenchyma cells). The presence of these banded axial parenchyma cells confirm that the wood is Bigleaf Mahogany.
3. Compare with this photo of the wood from bigleaf mahogany.

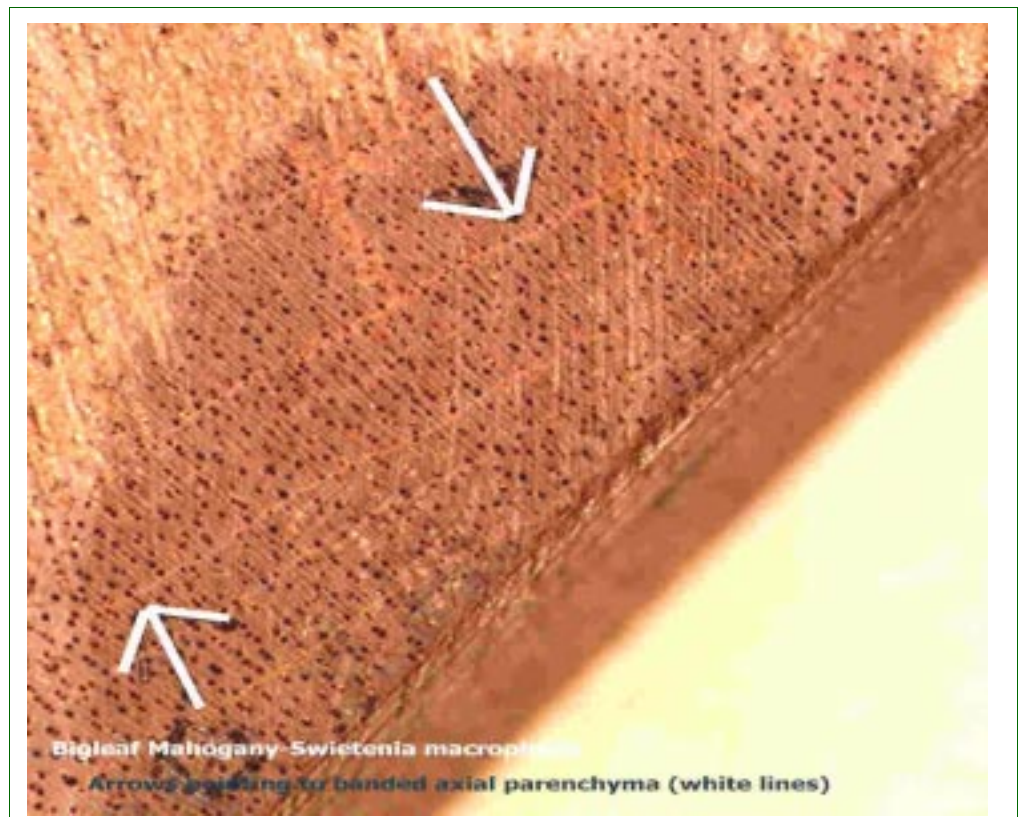


FIGURE 11-1: Bigleaf Mahogany



FIGURE 11-2: African Mahogany vs. Bigleaf Mahogany